

## ANNUAL REPORT OF THE TRUSTEES

To the Honorable Senate and House of Representatives

in General Court Assembly

## THE COMMONWEALTH OF MASSACHUSETTS

The Trustees of the State Library submit their forty-fifth annual report for the fiscal year ending June 30, 1954, under the provisions of Chapter 6, Section 37, of the General Laws (Ter. Ed.)

ANNUAL REPORT

On June 3, 1954, ROYCE D. KETCALF was re-appointed by the Governor as a Trustee OF THE

TRUSTEES OF THE MASSACHUSETTS

The Trustees transmit STATE LIBRARY the Librarian's report and incorporate it as part of FOR THE

FISCAL YEAR ENDING

JUNE 30, 1954

Daniel L. Marsh, Chairman

Thomas H. D. Mahoney

Richard L. Furbush

Royce D. Ketcalf

Charles Gibbons



ANNUAL REPORT OF THE TRUSTEES.

To the Honorable Senate and House of Representatives  
in General Court Assembled:

The Trustees of the State Library make this their forty-fifth annual report for the fiscal year ending June 30, 1954, under the provisions of Chapter 6, Section 37, of the General Laws (Ter. Ed.)

On June 3, 1954, Keyes D. Metcalf was re-appointed by the Governor as a Trustee for a term of three years.

The Trustees transmit herewith the Librarian's report and incorporate it as part of this record.

Daniel L. Marsh, Chairman

Thomas H.D. Mahoney

Richard I. Furbush

Keyes D. Metcalf

Charles Gibbons



# LIBRARIAN'S REPORT

I have the honor to submit the following report of the work done  
in the Massachusetts State Library during the year ending June 30, 1954.

## CIRCULATION

July 1, 1953 - June 30, 1954

### LAW

### MISCELLANEOUS

#### Main Room

#### Outside

#### Main Room

#### Outside

#### Grand Total

#### Reports

#### Texts

#### Total

	Reports	Texts	Total				
July	102	40	142	38	544	160	884
Aug.	130	69	199	28	565	202	994
Sept.	129	79	208	43	576	190	1,017
Oct.	145	146	291	72	591	186	1,140
Nov.	166	99	265	61	505	199	1,030
Dec.	164	76	240	96	789	165	1,290
Jan.	207	70	277	103	425	200	1,005
Feb.	145	93	238	54	589	220	1,101
Mar.	223	262	485	66	754	169	1,474
Apr.	197	140	337	51	537	197	1,122
May	222	195	417	64	649	146	1,276
June	147	65	212	23	729	139	1,103
TOTAL	1,977	1,334	3,311	699	7,253	2,173	13,436

## Daily average attendance

### GRAND TOTALS

### TELEPHONE REFERENCE QUESTIONS

Ext. 603

1944-45	11,966
1945-46	12,481
1946-47	18,803
1947-48	21,556
1948-49	22,169
1949-50	22,077
1950-51	17,009
1951-52	14,254
1952-53	12,776

July	54
Aug.	97
Sept.	81
Oct.	74
Nov.	88
Dec.	82
Jan.	108
Feb.	109
Mar.	137
Apr.	114
May	104
June	96
Total	1,144



The appropriation for the fiscal year covered by this report amounted to \$123,830.00. This amount was \$4,281 less than the appropriation for the preceding year. The drop in the appropriation can be explained as due to the fact that last year there was an unexpended balance of \$9,655.72. This year the unexpended balance amounts to \$316.50.

On September 1, 1953, Mrs. Helen S. Blum was appointed as a junior library assistant to replace Miss Margaret Hickey, who resigned July 17, 1953 in order to accept a position as a teacher. On February 15, 1954, Mr. Charles Walden was appointed to the position of general handyman to fill the vacancy caused by the promotion of Mr. Clifford C. Douglass to the position of senior library assistant. On February 1, 1954, Mrs. Evelyn M. Nutter resigned her position as library reference assistant in order to accept the retirement benefits for which she was eligible after twenty-one years of service in the State Library. Mrs. Nutter, who entered the state service as Mrs. Evelyn M. Campbell, was married last September to Mr. William Nutter of Newton. In addition to her library duties Mrs. Nutter was secretary to the librarian and to the Trustees.

The State Librarian renewed his proposal that space be given to the State Library and the State Archives in a section of the rear of the second floor of the State House near Memorial Hall in order that a Treasure Room be opened there for the purpose of displaying, in modern fireproof safes, vaults and cabinets, such treasures as the Bradford Manuscript (1620-1647), the Charter of the Massachusetts Bay Colony (1629), the Constitution of the

the State Library, attended, at her own expense, the legislative



Commonwealth of Massachusetts (1780), the Bill of Rights of the Federal Constitution (1789). This proposal cannot be acted on favorably until a new state office building is constructed. The recess Commission on Public Buildings, created in 1953, has been extended for another year. Its scope includes the study of proper facilities for the storage and preservation of public records and documents in the Archives of the Commonwealth.

The State Librarian appeared before the legislative committee on State Administration approving H.1349, petition of Howard S. Russell for legislation to provide for the safeguarding of certain irreplaceable or valuable documents and other property. The committee reported in favor of this bill and the bill was referred to the committee on Ways and Means where a recess study is being made of this and several other bills. The same Ways and Means committee has under consideration and study H. 1111 of 1954 which provides that the trustees of the State Library be authorized to purchase a copy of the earliest laws enacted in Massachusetts. Reports on both of these bills will be made to the next session of the legislature. The new budget includes an item of \$12,000 to cover the purchase of these 1641 laws.

The State Library is continuing the work of microfilming files and records of all state departments for the purpose of insuring their preservation and saving space with the consequent saving in expenditure for the purchase of cabinets. In order to speed up this operation the purchase of an automatic camera was authorized by the Budget Commissioner.

Miss Ethel M. Turner, Legislative Reference Assistant in the State Library, attended, at her own expense, the Legislative



# ANNUAL REPORT

July 1, 1953-June 30, 1954

Service Conference which was held in September in New Orleans. She also represented the Massachusetts State Library, at state expense, at the annual meeting of the American Association of Law Libraries which was held in June in Miami.

The State Librarian, at state expense, represented the State Library at the annual meeting of the National Association of State Libraries which was held in Minneapolis in June.

Domestic Exchange	3,000
Foreign Exchange	234
Gifts from U.S. Government	2,498
Gifts from other sources	1,411
Massachusetts State Publications	786
	<u>8,918</u>

## MISCELLANEOUS ITEMS

Maps (Printed)	186
Maps (Microfilmed)	63
Maps	1,547
Maps	42
Maps	4
Maps	4
Maps (Miscellaneous)	4
	<u>1,846</u>
Total	<u>13,038</u>
and page added to Old Catalogue	<u>257</u>
	<u>13,295</u>

Previous total	<u>776,821</u>
no. of volumes and pamphlets accessioned during year (not included in all catalogues)	<u>751,934</u>

reduction by binding	772
reduction by discarding	185
reduction by loss	12
	<u>969</u>
no. of volumes and pamphlets in the library June 30, 1954 (including 73,722 in the law collection)	<u>750,965</u>

## CATALOGUING

and page represented in New Catalogue from Dec. 1914-June 30, 1953	<u>576,989</u>
and page added to New Catalogue during year	<u>14,876</u>
	<u>591,865</u>
reduction by binding, discarding and loss	<u>863</u>
no. of vols and page in New Catalogue June 30, 1954	<u>593,002</u>

(There were also 16 vols. and page recatalogued during the year)



ANNUAL REPORT  
July 1, 1953-June 30, 1954

ACCESSIONS

BOOKS

by purchase - - - - -	1,150	
by Domestic Exchange - - - - -	1,255	
by Foreign Exchange - - - - -	121	
by Deposit from U.S. Government -	1,265	
by Gifts - - - - -	892	
Massachusetts State Publications-	189	
	<u>4,872</u>	4,872

PAMPHLETS

by Purchase - - - - -	353	
by Domestic Exchange - - - - -	3,047	
by Foreign Exchange - - - - -	223	
by Deposit from U.S. Government -	2,498	
by Gifts - - - - -	1,411	
Massachusetts State Publications-	786	
	<u>8,318</u>	8,318

MISCELLANEOUS ITEMS

Newspapers (Printed) - - - - -	186	
Newspapers (Microfilmed) - - - -	63	
U.S. Maps - - - - -	1,547	
Other Maps - - - - -	42	
Photographs - - - - -	4	
Posters - - - - -	4	
Microfilms (Miscellaneous) - - -	0	
	<u>1,846</u>	1,846
Total - - - - -		<u>15,036</u>
Volumes and pams added to Old Catalogue - - -		<u>257</u>
		15,293

Previous total - - - - -	<u>736,641</u>
Total no. of volumes and pamphlets accessioned (included in all catalogues) - - - - -	751,934

Reduction by binding - - - -	772	
Reduction by discarding - - -	185	
Reduction by loss - - - - -	<u>12</u>	
	969	<u>969</u>
Total no. of volumes and pamphlets in the Library June 30, 1954 (including 73,722 vols. and pams in the Law Collection) - - -		750,965

CATALOGUING

Vols. and pams represented in New Catalogue from Dec. 1914-June 30, 1953-	578,989
Volumes and pamphlets added to New Catalogue during year - - - - -	<u>15,036</u>
	594,025
Less reduction by binding, discarding and loss - - - - -	<u>969</u>
Total no. of vols and pams in New Catalogue June 30, 1954 - - - - -	593,056

(There were also 16 vols. and pams recatalogued during the year)



Catalogue Department of the  
Massachusetts State Library

July 1, 1953-June 30, 1954

ANNUAL REPORT

Card Report

Total no. of cards completed and revised (Typing record) - - 20,831

The above includes:-

Law subject cards completed - - - - 579  
U.S. Document cards completed - - - 2,498

No. of cards eliminated or condensed:

Dictionary & Law - - - - -	1,165	
U.S. - - - - -	113	
	<u>1,278</u>	<u>1,278</u>

Total no. of cards, minus eliminations, added to catalogue:- 19,553

Total no. of cards in New Catalogue - - - - - 988,087

Dennis A. Dooley  
State Librarian



COMMONWEALTH OF MASSACHUSETTS IN ACCOUNT WITH STATE LIBRARY

FINANCIAL STATEMENT, JULY 1, 1953 TO JUNE 30, 1954

	<u>Appropriation</u>	<u>Allotments</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Unencumbered Balance of Allotments</u>
Personal Services & Expenses	\$123,830.00	\$123,830.00	\$118,398.00	\$5,115.50	\$316.50
Income from sales of waste paper, . . . . .					\$392.00
Income from witness fee, . . . . .					3.00
Postage refund, . . . . .					<u>8.27</u>
Total income, . . . . .					\$403.27

Public Document

No. 1

02/1/55  
13792  
1955